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NOTICE

PERSONNEL

REASSIGNMENT

AGENCY REASSIGNMENT BOARD

1. The following procedures will be applied to effect the reassignment within the Agency of personnel, otherwise satisfactory, who are excess to the requirements of the particular component. Procedures for terminating personnel considered unsatisfactory are contained in Agency Notice

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Separation for Unsatisfactory Performance.

2. The appropriate Deputy Director, the Assistant Director (Communications), the Director of Training or the Assistant Director for Personnel will be responsible for first endeavoring to arrange a suitable reassignment within his organizational element of an individual who, because of changed requirements, is no longer required by his particular organization. In this endeavor the Placement and Utilization Division of the Office of Personnel will actively assist and counsel the office or offices concerned.

3. If the head of a major organizational element, as indicated in the preceding paragraph, is unable to effect a suitable reassignment within his component for an individual considered excess to a particular office in that component, he will then officially advise the Office of Personnel in writing of the overage and will tentatively nominate an individual in the affected grade and position category for an Agency-wide reassignment effort. In nominating the individual, the head of the organizational component will consider such factors as the length of the individual's CIA service, his relative standing in relation to veteran preference and years of creditable

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Federal service (civilian and military combined), the personal preference of the individual and long-range career capabilities of the individual to the component processing the overage.

4. The Office of Personnel will attempt to effect suitable reassignment elsewhere in the Agency. Primary consideration will be given to placing the individual in a T/O vacancy against which no applicant has been assigned, or in a T/O position against which an in-process applicant is assigned.

5. If the above steps do not result in a suitable placement, the Office of Personnel will then refer the matter to an Agency Reassignment Board which shall be composed of the following:

- a. Assistant Director for Personnel - Chairman
- b. Representative of DD/A
- c. Representative of DD/I
- d. Representative of DD/P
- e. Representative of AD/Communications
- f. Representative of Director of Training

The Assistant Director for Personnel shall recommend to the Board what he considers to be the most appropriate reassignment that will result in the elimination of the excess involved, without regard necessarily to the nominated individual. The component of present assignment and the component to which reassignment is recommended, will have no vote in determining whether the reassignment should be effected. If the Board votes in favor of the recommended reassignment, the office to which reassignment is proposed will

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be expected to initiate promptly a Request for Personnel Action (SF 52) to effect the reassignment. If the Board votes negatively on the recommendation, and is unable to act favorably on an alternative solution, the matter will be referred to the Deputy Director of Central Intelligence for review and decision.

6. In the event the steps set forth in the preceding paragraphs do not result in a suitable placement, the Office of Personnel will determine the individual having the lowest retention standing in accordance with Federal regulations in the competitive level in which the overage arose. The record of the individual thus selected will be forwarded to the Deputy Director of Central Intelligence for decision to terminate.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)